

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Annual Contract for San Antonio Public Library HVAC Water Treatment Services**

Solicitation Number: RFCSP 26-065; RFx 6100019530

Description: The City of San Antonio is soliciting proposals for a qualified contractor to provide turnkey services for an HVAC water treatment system at the Central Library and four (4) branch libraries. Services shall include chemical injection equipment, the regular supply and replenishment of chemicals, system servicing and comprehensive water quality reporting.

Applicable Product Categories: 89015 - Complete Water Treatment Systems, Chemical

**Date Issued: May 22, 2026**

**Due Date & Time: June 23, 2026, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on June 1, 2026, via Microsoft Teams. Attendance at the Pre-Submittal Conference is optional but highly encouraged.

Respondents may call the toll-free number listed below and enter phone conference ID to participate the day of the conference.

**Dial-In Number:** 1-312-667-7136

**Phone Conference ID:** 152 833 080#

**Join from the meeting link:**

<https://teams.microsoft.com/meet/27712371417829?p=LCi0gNff0gfgiqccQZ>

**Meeting ID:** 277 123 714 178 29

**Passcode:** Lw6Xx3Xk

Additionally, a site visit will be held at **3:00 p.m. Central Time, on June 1, 2026:**

San Antonio Public Library  
600 Soledad St  
San Antonio, TX 78205

Below are the measures that shall be followed by all Respondents:

- a. Respondents interested in attending the site visit must RSVP by May 29, 2026, at 4:00 PM CST via email to Stephanie Nouman, Procurement Specialist III, at [Stephanie.Nouman@sanantonio.gov](mailto:Stephanie.Nouman@sanantonio.gov)
- b. All attendees must check-in with City's procurement staff member present to sign-in.

Staff Contact Person: Stephanie Nouman, Procurement Specialist III, 210-207-6075, [Stephanie.Nouman@sanantonio.gov](mailto:Stephanie.Nouman@sanantonio.gov)



**Evaluation Committee Voting Members:**

Darrell Glasscock, Facilities Manager, San Antonio Public Library  
Miriam Juarez, Facilities Manager, San Antonio Metropolitan Health District  
Korina Kocurek, Facilities Coordinator, San Antonio Public Library  
David Zawlocki, Building Maintenance Supervisor, San Antonio Public Library  
Nathan Roberts, Business Manager, San Antonio Public Library

**Pursuant to Section 011 – Restriction on Communications and in accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFCSP or proposal from the time the RFCSP has been released until the contract is posted for consideration as an agenda item during a meeting designated as an A session; and 2) City employees from the time the RFCSP has been released until the contract is approved at a City Council “A” session.**

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until **11:00 a.m., Central Time, on June 3, 2026**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail. Questions submitted and the City’s responses will be posted with this solicitation.

**Stephanie Nouman, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[Stephanie.Nouman@sanantonio.gov](mailto:Stephanie.Nouman@sanantonio.gov)

**To view this solicitation**, go to the SAePS portal; <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City’s SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response. Once you have logged on to the SAePS portal, click on “My Bids” (first), if not viewable then click “Other Bids” (to view all already published competitive bids). Vendor Guides & Support can be accessed from this link:  
<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>

**TO REGISTER:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>. Questions regarding registration may be submitted to Vendor Support at (210) 207-0118 or by email at [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov) with “SAePS Portal” on the subject line so this can be expedited.

